

ST. STEPHEN M.B. CHURCH - 2026 ANNUAL WOMEN'S CONFERENCE

VENDOR APPLICATION FORM

EVENT INFORMATION

Event Name:	2026 Annual Women's Conference	Event Date(s):	Saturday, April 25, 2026
Location:	4245 Singleton Parkway, Memphis, TN, 38128		
Set Up Time:	8:30 AM	Breakdown Time:	1:30 PM
Event Time(s):	9:00 AM – 1:00 PM		
Contact Person:	Mrs. Cassaundra Arbertha	Phone Number:	901-601-0007
Email Address:	ssbcmem@gmail.com		
Description:	The 2026 Annual Women's Conference is a church event featuring an inspirational speaker, praise and worship, and food, designed to uplift women in faith. We expect 75–100 attendees.		

VENDOR INFORMATION

Vendor Name:		Contact Person:	
Mailing Address:			
Phone Number:		Email Address:	

PRODUCT CATEGORY

<input type="checkbox"/> Paintings and Prints	<input type="checkbox"/> Sculptures	<input type="checkbox"/> Ceramics and Pottery
<input type="checkbox"/> Jewelry	<input type="checkbox"/> Textiles and Yarn Crafts	<input type="checkbox"/> Woodworking
<input type="checkbox"/> Metalwork	<input type="checkbox"/> Glass Art	<input type="checkbox"/> Photography
<input type="checkbox"/> Mixed Media Art	<input type="checkbox"/> Upcycled and Recycled Art	<input type="checkbox"/> Bath and Body Products
<input type="checkbox"/> Candles and Home Fragrances	<input type="checkbox"/> Stationery and Paper Goods	<input type="checkbox"/> Leather Goods
<input type="checkbox"/> Fashion and Accessories	<input type="checkbox"/> Children's Toys and Clothing	<input type="checkbox"/> Home Decor
<input type="checkbox"/> Culinary Art (Gourmet Foods)	<input type="checkbox"/> Digital Art	<input type="checkbox"/> Illustration
<input type="checkbox"/> Dolls and Miniatures	<input type="checkbox"/> Interactive Art (DIY Kits, etc.)	<input type="checkbox"/> Handmade Music Instruments
<input type="checkbox"/> Herbal and Botanical Products	<input type="checkbox"/> Historical and Cultural Crafts	

Other (Please Specify): _____

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DETAILED DESCRIPTION OF PRODUCT(S)

Product Description	Price Range

PAYMENT INFORMATION

Fee Structure:	<p>The \$50.00 booth fee is payable by Givelify, cash, cashier's check, or money order to St. Stephen M.B. Church. Please include "Women's Conference Vendor Fee" in the comments section.</p> <p><u>Givelify Instructions:</u></p> <ol style="list-style-type: none">1. Go to tinyurl.com/ssbcmem2. Under "Choose a gift amount" click "other"3. Enter the fee amount and click "ok"4. Click "events"5. Click "add a message" type "Women's Conference Vendor Fee" and click "done"6. Click "give now"
Payment Terms:	The fee includes admission, table, and chair. The registration deadline is Saturday, April 11, 2026.
Cancellation Policy:	Cancellations made seven (7) days or more in advance of the event date will incur a 50% fee of \$25.00. No refunds will be given for cancellations made after Saturday, April 11, 2026.

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ADDITIONAL COMMENTS

Space is limited. All applications will be reviewed for suitability to ensure a diverse selection of products and services. Vendor spaces are approved on a first-come, first-served basis, with a maximum of fifteen (15) vendors. Approval is confirmed only after full payment has been received and accepted. St. Stephen M.B. Church assumes no liability; all activities are conducted at the vendor's own risk. The sale of alcoholic beverages is strictly prohibited. Vendors are responsible for their own trash and must dispose of it properly. All vendors must be fully packed and off the premises within one (1) hour following the conclusion of the event.

Applications and payments may be submitted via the website (ssbcmem.org) or mailed to:

St. Stephen M.B. Church
Attn: 2026 Annual Women's Conference
P.O. Box 280057
Memphis, TN 38168

VENDOR AGREEMENT AND SIGNATURE

By signing below, I acknowledge that I have read and agree to the terms and conditions of participating in the 2026 Annual Women's Conference as provided in the accompanying documentation.

Vendor Signature:

Date:

EVENT ORGANIZER USE ONLY

Application Received Date: _____

Reviewed By: _____

Booth Approval:

Approved

Denied

Pending

Comments: _____